

# **1330 Strategic Vision Coordinator**

Colorado Department of Higher Education

**POSTING DATE:** December 13, 2021

**CLOSING DATE:** January 7, 2022

**COMPENSATION:** \$60,000 -\$65,000/annually

## **DESCRIPTION OF JOB:**

HB21-1330 was a comprehensive bill that passed last legislative session. It allocated federal ARPA funding to the Department of Higher Education to administer \$46 million to institutions for financial aid through the Colorado Opportunity Scholarship Initiative (COSI) and distribute \$1.4 Million in student aid application grants. The bill also created the Student Success and Workforce Revitalization Task Force and a working group to review how to increase financial aid completion in the state.

The program coordinator will be responsible for project management of the task force and its report to the Colorado General Assembly. The role will work to implement the recommendations from the task force with key stakeholders, agencies and partners. The role will also work internally on accounting, monitoring, reporting, and ensuring compliance related to the federal funds in HB21-1330.

## **Essential Duties & Responsibilities**

The program coordinator duties and responsibilities include, and are not limited to:

- Implementation of the task force recommendations
- Providing updates on the task force implementation plan to the Colorado Commission on Higher Education
- Assisting with press releases and public presentations on the task force work
- Assisting the Department's legislative liaison on tracking legislation related to task force recommendations
- Accounting, monitoring and reporting on compliance related to federal funds in HB21-1330 and any future federal dollars allocated to the Department based on task force recommendations

## **REQUIRED QUALIFICATIONS:**

### **Competencies**

- Ability to analyze program data;
- With adequate training, having a working knowledge of state statutes, rules and regulations, policies, procedures and guidelines related to HB21-1330;
- Ability to read and interpret Colorado Revised Statutes and policies;
- Ability to work effectively in both independent and team situations;
- Proficient at Microsoft Office (Word, Excel, PowerPoint);
- Ability to take initiative to solve problems in an innovative manner;
- Strong time and project management skills, including prioritization and multi-tasking ability;
- Excellent reasoning, investigative, analytical, and problem-solving skills;
- Excellent facilitation, presentation, and communication skills, both written and oral; and
- Strong attention to technical detail and accuracy.

## **Education**

Bachelor's degree in public administration, policy, education, or related field required

## **Experience**

- At least (3) years of professional experience where the primary purpose of the position was program development and implementation, policy development and implementation, or public or private sector management or administration that included program formulation, execution, and analysis.
- Experience in presenting technical information to nontechnical audiences and in leading collective decision making;
- Excellent interpersonal skills, time management skills, and the ability to work effectively and under time constraints with a team of co-equals to meet tight and rigid deadlines.
- Experience in exercising independent judgment in an administrative setting;
- Excellent analytical and communication skills; and
- Skill in interacting with decision makers and staff as well as with other specialists and experts.
- At least (2) years of project management experience

## **WORKING CONDITIONS**

Typical office environment. The position does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone and personal computers. Some travel is required. The department is currently working from home and is expected to resume working in an office environment in 2022.

The above statements describe the general nature and level of work being performed by people assigned to this position. This is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.

**ADDITIONAL INFORMATION** Funding for this position is from federal funds received through (HB21-1330). Funding for personnel costs using the federal funds is anticipated to be available through June of 2025.

*As a condition of employment, effective September 20, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or submit to twice weekly serial testing. This offer is therefore contingent upon your attesting to your vaccination status with proof of vaccination within three (3) business days of first day of work, or participating in twice-weekly serial testing for COVID-19. Testing will take place in-person and will be considered paid work time. Be advised that "fully vaccinated" means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the State of Colorado's Public Health Order and guidance issued by the Colorado Department of Public Health & Environment*

## **Benefits:**

- The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department.
- Disability insurance is provided at no cost to the employee.
- Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 10 paid holidays in a calendar year.

- Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

#### **APPLICATION PROCEDURES:**

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

[HR@dhe.state.co.us](mailto:HR@dhe.state.co.us)

Or:

Colorado Department of Higher Education  
Attention: Human Resources  
1600 Broadway, Suite 2200  
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

**Application Deadline:** Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at [HR@dhe.state.co.us](mailto:HR@dhe.state.co.us) or call 720.264.8575.